

## Draft Ordinance Review

Date: \_\_\_\_\_

The BCA has done an informal review of your draft ordinance to authorize background checks against the Minnesota Computerized Criminal History repository. Your draft was compared to the model ordinance available on the League of Minnesota Cities' website in the Resource Library (Item 53 at <http://www.lmc.org/page/1/resource-library.jsp?keywords=Models&Models=on&alpha=true>). If there is a check next to an item, it means your draft is missing some or all of the required element.

### Applicants for Employment

	Purpose of ordinance
	Law enforcement required to do the check
	List of positions to be checked
	Limited to Minnesota Computerized Criminal History query
	All data kept at law enforcement
	Summary of results to specified persons/roles within government
	Written consent from applicant required that complies with Minn. Stat. Ch. 13
	City will not reject applicant unless in Minn. Stat. sec. 364.09 or unless crime directly related to position and may have jail sentence
	If applicant is rejected, applicant told grounds and reasons, grievance procedure; date for reapplication; that all evidence of rehabilitation will be considered.

### Applicants for Licenses

	Purpose of ordinance
	Law enforcement required to do the check
	List of licenses to be checked
	Limited to Minnesota Computerized Criminal History query
	All data kept at law enforcement
	Summary of results to specified persons/roles within government
	Written consent from applicant required that complies with Minn. Stat. Ch. 13
	City will not reject applicant unless in Minn. Stat. sec. 364.09 or unless crime directly related to license and has jail sentence
	If applicant is rejected, applicant told grounds and reasons, grievance procedure; date for reapplication; that all evidence of rehabilitation will be considered.